

ELEVENTH JUDICIAL DISTRICT COURT invites applications for the position of:

**PRE-TRIAL SERVICES OFFICER – FULL TIME POSITION**

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**SALARY RANGE:** \$18.00 – 20.00 DOE (Salary Position)

**OPENING DATE:** 08/10/22

**CLOSING DATE:** Until Fulfilled

**POSITION SUMMARY:**

Applications are invited for an eligible list for the full-time, regular position of Pre-Trial Services Officer for the Eleventh Judicial District Court. The duties include meeting with people who have been arrested and/or convicted of criminal charges, interviewing them and preparing reports for the court, administering drug tests (urine and/or oral device testing) and preliminary breath tests (PBTs), monitoring defendants and their adherence to court-ordered requirements, updating and maintaining records, and other duties as outlined in the essential functions.

The person selected for this position will be assigned to Pershing County and work alternative work schedules, which will include evening and weekend work. Usually, the work hours will be scheduled in advance. Because of the hours worked and the types of duties performed, this position may be ideal for someone with a law enforcement background.

**If you are interested in, and qualified for, the position, submit a resume, application and Supplemental Questionnaire to the Court Administrator, Kate Martin, at [kmartin@11thjudicialdistrictcourt.net](mailto:kmartin@11thjudicialdistrictcourt.net).** Selection for oral interview will be based upon qualifications presented in the application materials. The eligible list will be maintained for twelve months. Inclusion on the eligible list is not a guarantee of a current or future job offer.

**Distinguishing Characteristics**

This is an experienced court support classification, familiar with terms and conditions of release and probation. This class is distinguished from Court Clerks in that the latter provides administrative support services for the Courts.

**ESSENTIAL FUNCTIONS:**

*This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.*

- Demonstrates regular, reliable, and punctual attendance.
- Confers with offenders, legal representatives, family members and other concerned persons; reviews documents pertaining to legal and social history of offender as part of presentencing investigations and to formulate rehabilitation plan; communicates policies, rules, and expectations as required.
- Provides recommendations regarding conditional release or institutionalization of offenders; informs offender of legal requirements of conditional release; installs, monitors and removes house arrest electronic monitoring equipment.

- Performs drug testing; collects and tests body fluids; prepares test result reports and distributes to appropriate staff; monitors random drug screening program; implements updated lab software versions; maintains lab supplies; performs regular maintenance on lab equipment; prepares testing kits; testifies in court; assembles and mails urine sample splits to outside laboratory.
- Coordinates case management for assigned defendants; maintains regular contact with defendants; supervises and monitors to ensure compliance with court requirements.
- Confers with family members and attorneys in the explanation of court ordered conditions; formulates rehabilitation plans; evaluates offender progress and compliance status; ensures consistent application of drug/alcohol testing; collects body fluid samples and secures as required; communicates results to defendants in a timely manner.
- Compiles statistics and prepares reports regarding the progress of defendants, court appearances, payment of fines, community service and related matters; provides recommendations in regard to conditional release or institutionalization of offender; coordinates placement of defendants into substance abuse and/or mental health programs.
- Coordinates activities with other law enforcement agencies, courts, and support agencies.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience**

Equivalent to a High School diploma or GED; AND two (2) years of law enforcement experience; OR an equivalent combination of education, training, and experience.

### **Required Knowledge and Skills**

Knowledge of:

- Policies, procedures, regulations and rules of the Court. Laws, statutes,
- and national/State pre-trial standards. Principles and practices of pre-trial
- operations.
- Use of lethal and non-lethal weaponry. County
- geography.
- Personal computers utilizing standard and specialized software applications. Standard office practices
- and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skill in:

- Interpreting and explaining laws, rules and regulations. Analyze
- situations quickly and objectively.
- Supervising a caseload of offenders and ensuring adherence to orders and conditions set by the courts.
- Cope with adverse situations firmly, courteously and with respect for individual rights.
- Use of lethal and non-lethal weaponry.
- Use of monitoring equipment (GPS/TAD) and software.

Prepare clear concise and accurate reports. Communicating effectively in oral and written forms.

Establish effective working relationships with departmental personnel, public law enforcement agencies, community groups and general public.

### **Required Certificates, Licenses and Registrations**

Nevada Driver's License.

Satisfactory completion of Pre-Trial 101 training within twelve (12) months of date of employment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to work in a typical office setting and use standard office equipment; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.

### **Court Services Specialist Supplemental Questionnaire**

- \* 1. This position requires you to successfully pass a drug test. Are you aware of this provision and can you pass a pre-employment (and random) drug test?
  - ☐ Yes, I can pass pre-employment and random drug testing.
  - ☐ No, I cannot meet the drug testing requirements.
  
- \* 2. Do you currently have a valid Nevada certification to carry a concealed weapon?
  - ☐ Yes ☐ No
  
- \* 3. How do you feel about working directly, one-on-one, with people who have been arrested and/or convicted of a crime?
  
- \* 4. Do you have a clean criminal background, and can you successfully pass a criminal and employment background check?
  - ☐ Yes ☐ No
  
- \* 5. Employees in this position are required to have a driver's license and a good driving record to perform the duties of this position. Do you understand these requirements and are you currently able to meet them?
  - ☐ Yes, I understand these requirements. I have a current valid driver's license, and I have and will maintain a good driving record.
  - ☐ No, I cannot meet these requirements.
  
- \* Required Question